

# MISSOURI STATE LIBRARY

## State Aid for Public Libraries

**City-Budget Municipal Library which is a public library funded as a line item in the city's general budget**

**Date & Location**— Fill in the date this report was prepared as mm/dd/yyyy and the name of the city served by the public library.

**Fiscal Year (reporting period) for this Report** — Fill in the beginning (From) and ending (To) dates of your most recent full fiscal year.

**Items 1-7 to be completed by Library Director**

*For questions that are not applicable, insert the word "None" in the space provided at that item number.*

**Item 4**— Provide the county or counties the library serves.

**Item 6**— Provide the total amount of **per capita** State Aid funds received during the fiscal year of this report.

**Item 7**—Provide an estimated amount of per capita State Aid funds expended in each category. A guide on eligible costs and in what budget category they are to be reported is available in Appendix A.

**Items 8-12 to be completed by appropriate City official, such as Clerk, Treasurer, etc.**

**Item 8**— See 182.480 RSMo. Give the total assessed valuation of the City for the fiscal year of this report.

**Item 9**— Provide the total funds the library received from the City and expended by the library during this reporting period. *Include library salaries, utilities, maintenance expenditures and contracted repairs to the library facility. DO NOT include in-kind services, such as use of a city building, private grants, or any other miscellaneous income.*

**Item 10**—*Calculation:* **Divide** Line 9 (the amount of funding received from the City and expended by the library) by Line 8 (the total assessed valuation of the city).

**Item 11**— *Equivalent Tax Rate:* **Multiply** the amount found on Line 10 by 100. This is the equivalent tax rate, which would generate the amount provided.

**Item 12**— Certification signed by city official who provided the information. Include title and telephone number of certifying official. No wording of the certification section may be changed in any way by the certifying official.

## ***Certification - By Library Officials***

### **Checklist:**

- \_\_\_\_\_ All Application entries reviewed and proofread
- \_\_\_\_\_ All required Application signatures must be **NOTARIZED**
- \_\_\_\_\_ Signed by **LIBRARY DIRECTOR**
- \_\_\_\_\_ **APPROPRIATE CITY OFFICIAL**, such as the Clerk, Treasurer, etc. must sign for city-supported libraries
- \_\_\_\_\_ **Notary must be someone other than the certifying signatories**
- \_\_\_\_\_ State Aid Application, List of Trustees and Certification of Compliance forms must be **postmarked no later than July 31, 2015**. We recommend the forms be sent by certified mail or another means that will provide you firm documentation of date transmittal.

### **Mailing address:**

**State Aid Application  
Missouri State Library  
600 West Main Street, P.O. Box 387  
Jefferson City, MO 65102-0387**

## Appendix A - State Aid Budget Report Guidance

Libraries are cautioned not to rely on State Aid Per Capita funds for regular library operation as these funds are subject to appropriation and hence are not guaranteed from year to year. The list below is to serve as a guide on how costs are to be categorized and reported.

Category	Examples of Cost
Building/Capital/Maintenance	Building construction, repair or renovation
	Capital fund
	Elevators
	Flooring, windows, siding, roofing, gutters, insulation, ceiling tiles
	Heating and cooling units and repair
	Janitorial/custodial services, lawn care
	Lighting fixtures and rewiring
	Parking lot paving, sidewalk repair
	Utilities: electricity, water, sewage
Furniture	Tables, Chairs
	Desks, including circulation desks
	Shelving units
Library Collections	Audio, digital and print books and magazines
	Databases
	MOLIB2GO, Overdrive, 3M Cloud, etc.
	DVDs, Music CDs
	Other non-technology items that circulate to patrons
Personnel	Salaried and hourly library staff, including benefits
Programs	Craft, activity and other program supplies
	Presenters
Public Relations	Brochures, flyers, posters
	Paid advertisements
	Signage, including electronic displays
Technology: Equipment and Software	Barcode scanners
	Computers, monitors, laptops, tablets, servers
	Office equipment such as copiers and fax machines
	Digital readers/scanners/printers
	DVD tower dispensers, self-checkout units
	eReaders, sound systems
	Internet connectivity, including wireless
	Library automation software, including annual maintenance fees
	Televisions
Other	Bookmobiles
	Telephone
	Office supplies